



**STATE OF CONNECTICUT**  
**DEPARTMENT OF PUBLIC SAFETY**  
**DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES**  
**OFFICE OF STATE FIRE MARSHAL**

Policy Directive # 1, Addendum # 2  
Replaces: new  
Administered by: OEDM

Date: July 1, 2001  
Duration: Until Revised  
Authority: Deputy State Fire Marshal

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**SUBJECT: CONTINUING EDUCATION– BY LOCAL FIRE DEPARTMENT**

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**PURPOSE:**

To define a policy for the Office of Education & Data Management (OEDM) concerning the awarding of continuing education credits to fire marshals, deputy fire marshals, fire inspectors and other sub-classes of certified officials, for training programs developed and delivered by local fire departments.

**DISCUSSION:**

Pursuant to § 29-298 of the Connecticut General Statutes, certified fire officials are required to complete a specified number of hours of continuing education, over a three-year period, in order to maintain their certification status. The OEDM sponsors training that can be used to satisfy this statutory requirement, however this policy is established to make training more readily available to certified fire officials. The policy is intended to produce predictability concerning whether or not the training will receive credit; to provide an administrative mechanism to ensure that properly conducted training is credited to the correct student; and to provide a measure of quality control.

The OEDM has established the following and the OSFM endorses that policy as set forth.

**POLICY:**

Fire departments must adhere to this policy in order to ensure that the OEDM will grant continuing education credit to certified fire officials. Such credit will be allowed to a maximum accumulation of 45 credit hours per three-year training cycle for fire marshals, deputy fire marshals and fire inspectors. In the case of other certified fire officials (e.g. fire investigators, hazardous material inspectors & fire safety code inspectors) the maximum accumulation of continuing education credits shall not exceed 50% of the total number of credits required to maintain certification status.

**Lesson Plans:** Lesson plans must be received at the OEDM not less than twenty-one working days prior to the proposed date of presentation. The lesson plans will be compared to acceptable State and/or National standards on the subject matter being presented. Student handouts, training objectives and program schedule showing dates, times and locations, must be submitted with the lesson plans.

**Attendees:** Enrollment shall be open to all certified fire officials within the limits of the classroom capacity.

**Training Site:** The training site shall be reasonably free from outside distractions and must be capable of accommodating a minimum of fifteen attendees.

**Attendance:** Verification of a student's attendance shall be the responsibility of the sponsor and in a format approved by the OEDM.

**Instructors:** Instructors must meet or exceed the following standards:

a. NFPA 1041, the standard for "Fire Service Instructor Professional Qualifications". Minimum Level 1 instructor.

or

b. Possess a current State of Connecticut teaching certificate

or

c. Be recognized by the OEDM as being qualified to teach the subject matter being presented.

Any instructor who is not already recognized by the OEDM as qualified to teach the subject matter being presented and is required to be recognized under this paragraph must, prior to presenting the course, submit a resume with information concerning their background, education, and/or experience in the subject matter being presented at the same time as submission of the lesson plan.

**Right of Audit:** The OEDM reserves the right to add, delete, alter or reject any lesson plan that does not meet state or national standards. In the event the OEDM rejects any lesson plan, a plan of correction will be provided. OEDM personnel shall have the right to monitor all program presentations and shall institute a program of spot checks.

**Credit:** Credit will be awarded based on one credit for each contact hour of instruction. Only programs of one hour or longer will be considered for credit. Reasonable breaks will be permitted but the total of such breaks shall not exceed ten minutes per each hour of instruction.

**Appeal:** Should the sponsor of a continuing education program feel aggrieved with regard to the rejection of their program by the OEDM, they may, on forms provided by OEDM, present such grievance to the Fire Marshal Training Council. Following its review, the Council will present its recommendation to OEDM. In all cases, however, the OEDM in consultation with the Deputy State Fire Marshal will make the final determination.

Any person who fails to be recognized as a qualified instructor by the OEDM, may on forms provided by OEDM, present such grievance to the Fire Marshal Training Council. Following its review, the Council will present its recommendation to OEDM. In all cases however, the OEDM, in consultation with the Deputy State Fire Marshal, will make the final determination.